

Purchase Policy

Library purchases outlined below are exclusive of library materials and programs, which are at the discretion of the Director or authorized personnel.

Purchases under \$1,000 are made at the discretion of the Library Director.

Purchases of \$500 and up will require a purchase order.

Purchases up to \$5,000 that have not been budgeted will require approval by the appropriate committee. The expenditure shall be reported at the next board meeting. The expenditures shall not exceed \$15,000 in the aggregate for the fiscal year. The Finance committee shall track all such expenditures for the budgetary year.

All purchases made using the library credit card will require a purchase order.

Adopted by the Board of Trustees June 22, 2011, Revised June 26, 2013